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Cool! I'am really happy

#Markus Jensen



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#Diego Butler



so many fake sites. this is the first one which worked! Many thanks

Onboarding Process Template

PRIOR TO START	FIRST DAY	FIRST WEEK	FIRST MONTH
<ul style="list-style-type: none"> Call to confirm start date and time Discuss relocation Discuss dress code Provide link to company / department onboarding webpage Build Welcome Packet Confirm receipt of all recruitment paperwork and background check completion Confirm Offer Letter receipt / acceptance Prepare workstation / area Order passkey and ID Order email and phone setup Order any hardware, software, passkeys, etc. Email new hire in HR briefing, orientation, etc. Schedule any pertinent training sessions 	<ul style="list-style-type: none"> Welcome upon arrival and guide to workstation Deliver and review Welcome Packet Discuss break / meal policies Introduce designated contact resources Confirm receipt and functionality of passkeys Connect with HR to complete any further paperwork Review Portal Sign Offer Letter Review software, hardware, technology, printers, etc. Confirm email and phone setup Review Technology Acceptable Use Policies Assign with online directory setup Make further introductions Conduct or schedule tour 	<ul style="list-style-type: none"> Ask how first week went Assist with questions Review training schedule Review technology functionality Discuss company culture and work style Discuss current projects and cyclical processes Review company mission statement, vision, and policies 	<ul style="list-style-type: none"> Assess need for weekly or bi-weekly meetings Answer any questions Set short and long term goals Answer any questions
			FIRST THREE MONTHS <ul style="list-style-type: none"> Performance review Review short and long term goals Answer any questions

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